

IMMA

ROLE PROFILE

FINANCIAL CONTROLLER

ROLE PROFILE	
Job Title:	Financial Controller
Reports To:	Chief Operating Officer
Indirectly Reports to:	The Director
Direct Reports:	Finance Assistant – Banking and Accounts Receivable Finance Assistant – Management Accounting and Pensions Finance Assistant – Payroll Finance Assistant – Accounts Payable and Procurement
Location:	IMMA, Royal Hospital Kilmainham, Dublin 8
Salary	PAY: The pay scales applicable to the position are as follows (rates effective 1st June 2026): ASSISTANT PRINCIPAL – PPC <i>Point 1: €83,113; Point 2: €86,173; Point 3:€89,277; Point 4:€92,390; Point 5: €95,499; Point 6:€97,292; LSI1:€100,427¹; LSI2:€103,576²</i> *LSI 1 is Long service Increment after 3 years on Max of scale. *LSI 2 is Long service increment after 6 years on Max of scale. <i>The Irish Museum of Modern Art (IMMA) adheres to the guidelines set out by the Department of Public Expenditure, NDP Delivery and Reform in relation to public sector pay and conditions of employment. Appointment to this role will be made at Point 1 of the relevant salary scale, in accordance with public sector entry-level pay policy.</i>
Role Purpose	The Financial Controller plays a critical leadership role in ensuring the effective stewardship of IMMA's financial resources and supports the achievement of the Museum's strategic objectives through robust financial management, governance and planning. The postholder is responsible for leading and managing the Finance function, ensuring the delivery of high-quality financial services, statutory compliance, procurement oversight and the provision of strategic financial advice to the Director, Chief Operating Officer, Senior Management Team, Board and Finance, Audit and Risk Committee. The Financial Controller will promote a culture of accountability, continuous improvement and sound financial governance, ensuring that IMMA continues to meet the public sector obligations while supporting innovation and organisational growth.
Key Responsibilities	1. Strategic Financial Leadership - Contribute as a member of the Senior Management Team to the development and implementation of IMMA's strategic objectives. - Provide professional financial leadership and advice to the Director, Chief Operating Officer, Board and Senior Management Team. - Lead the development of long term financial strategies that support organisational sustainability and growth. - Promote a culture of financial awareness and accountability throughout the organisation. - Identify opportunities to improve financial performance and organisational effectiveness.

	2. Financial Management and Control • Lead the preparation and management of annual budgets, forecasts and financial plans. • Active contribution to finance strategy, planning and performance. • Report to the Board, Director and COO on finance management. • Ensuring financial resilience through robust controls, forecasting and cash management. • Championing a culture of compliance and good governance. • Drive continuous improvement in financial systems and processes. • Maintaining financial systems, controls and reporting frameworks. • Oversee all payroll, pension and related reporting. • Monitor capital projects in line with allocations. • Oversight of grant funding, restricted funds and related compliance reporting. • Embed strong financial governance in all Departments. 3. Financial Reporting • Production of management accounts and forecasts • Preparation of annual Statutory Accounts • Management of internal and external audit processes • Monitoring budget performance and variances • Ensure financial reporting is accurate, timely and compliant with all relevant accounting standards and public sector requirements. • Present financial information and analysis to senior stakeholders and governance committees. • Provide financial data and insights to support strategic decision making. 4. Compliance, Governance and Risk Management • Ensure compliance with Accounting Standards, relevant financial legislation, public sector financial procedures and statutory obligations. • Maintain effective financial governance frameworks and internal controls. • Support the organisational risk management framework, particularly in relation to financial and operational risks. Statutory Returns including Charities reporting. • Manage reporting returns to the Department. • Responding to Parliamentary Questions • Ensure compliance with procurement regulations, Purchasing Procedures and best practice. • Work closely with the COO and the Finance, Audit & Risk Committee in support of the work of the Internal Auditor • Assisting with Freedom of Information requests • Ensure appropriate insurance cover and compliance. • Support compliance with statutory obligations including requirements relating to Irish-language services. 5. Board, Finance Audit & Risk Committees and Senior Management Team Support • Advising the Board Finance Audit and Risk Committee and Senior Management Team on financial governance, risk and compliance • Contributing senior-level expertise on financial compliance • Lead the governance of IMMA's procurement procedures. • Advise on insurance and legal matters. • Supporting sustainability objectives through Green Team Membership • Provide financial reports, analyses and governance support to the Company Secretary for Board and Committee Meetings. • Attend Committee and Board meetings as required.
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	• Act as IMMA's Head of Procurement • Act as IMMA's Pensions Administrator • Coordinate internal and external audit activities. Implement audit recommendations and monitor progress. 6. Organisational Performance and Strategy • Support business planning and organisational performance monitoring. • Develop financial models and analyses to support strategic initiatives. • Contribute to funding applications, investment proposals and organisational projects. • Provide financial evaluation of major programmes and initiatives. • Identify and implement opportunities for efficiencies and value for money. 7. Leadership and People Management • Lead, manage and develop the Finance Team. • Foster a high-performance culture focused on collaboration, accountability, and continuous improvement. • Support learning and development within the team. • Ensure effective workforce planning and resource allocation. • Undertake performance management responsibilities in accordance with organisational policies. • Lead the continuous development of finance systems, data analytics and digital reporting capabilities to improve decision making and operational efficiency.
Other Responsibilities	General • Keep Financial and industry knowledge up to date. • Actively participate in and seek out learning and training opportunities regarding the operational duties and apply learning to carry out the Financial Controller role effectively. • Be open and accepting of necessary change, learning and innovation; change behavioural style or method of approach when necessary to achieve a goal. • Maintain a professional and friendly environment with all members of the public and colleagues. • Take leadership, direction, and training from management and ensure that you fully understand the company policies and operations procedures. • Ensuring adherence to HR requirements and procedures. • Ensure that you are familiar with all computer systems. • Communicate with your Manager on any issues that relate to the museum and ensure that the name of IMMA is not brought into disrepute. • Be highly motivated to succeed and always driven. • Complete all necessary tasks and fulfil all commitments made to your team, colleagues and manager on time and without supervision. • Managing one's time and resources to ensure that work is completed by correctly prioritising information and tasks. • Be a positive ambassador of IMMA and always promote IMMA. Health & Safety • Take reasonable care to protect your own safety, health and welfare and that of any other person who may be affected by your acts or omissions while at work. • Co-operate with your employer and any other person as necessary to assist that person in complying with safety and health legislation as appropriate. • Correctly use any article or substance and protective clothing and equipment provided for use at work for your own protection (taking account of the training and instructions given by the employer).

	• Report to your employer or immediate supervisor, without unreasonable delay, any defect in equipment, place of work or systems of work or in any article or substance likely to endanger them or another person. • Not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or item provided for securing the safety, health or welfare of persons in the workplace. • To attend training on health and safety as required and to be willing to undergo assessments on such training. • Not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that they are likely to endanger their own safety, health and welfare at work or that of any other person. • Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person at work or your own safety, health and welfare.
Key Result Areas:	Success in the role will be demonstrated through: • Delivery of accurate, timely and insightful management accounts, financial reports and analyses. • Achievement of annual budgeting, forecasting and financial planning objectives. • Timely completion of statutory financial statements, compliance returns and regulatory reporting requirements. • Positive outcomes from internal and external audits, with audit recommendations implemented within agreed timelines. • Effective financial governance, risk management and compliance with public sector financial and procurement requirements. • Strong financial stewardship and resource management supporting the achievement of organisational strategic objectives. • Effective oversight and reporting of grant funding, restricted funds and capital expenditure programmes. • High-quality financial advice and support provided to the Board, Finance, Audit & Risk Committee, Director and Senior Management Team. • Successful leadership, engagement, development and performance of the Finance Team. • Continuous improvement of financial systems, controls, processes and digital reporting capabilities. • Effective management of procurement activities, ensuring compliance, value for money and governance requirements. • Maintenance of strong stakeholder relationships with auditors, funding bodies, government departments and external service providers.
Person Specification.	Essential Qualifications • Qualified accountant and current member of a recognised prescribed accountancy body. • Relevant third-level qualification in accounting, finance, business or related discipline. Required Experience • Minimum seven years post qualification financial management experience. • Significant experience operating at a senior management level. • Experience preparing statutory financial statements and managing audit processes. • Strong experience in budgeting, forecasting and financial planning.

	• Experience developing and maintaining governance, risk and control frameworks. • Experience leading and managing teams. • Demonstrated experience of advising senior executives and governance bodies. • Experience leading annual budget processes in a complex organisation. • Experience presenting financial information to Boards, Committees or executive leadership teams. • Experience operating within a regulated governance environment. Desirable Experience • Strong understanding of the application of IT Systems and networks • Experience working within the public sector, semi-state or not-for-profit sector. • Experience of public procurement and related compliance requirements. • Experience supporting Boards and Audit Committees. • Experience implementing financial systems and process improvement initiatives. • Experience managing organisational change programmes.
Values and Workplace Culture	IMMA Staff Values <u>CREATE BOLDLY</u> Exploring new perspectives, inviting others to see the world differently, and creating space for experimentation, curiosity, and learning, while balancing creativity with clarity, responsibility, and delivery. <u>WORK TOGETHER</u> Sharing openly and collaborating with intent across teams and partners, with clarity on roles, decisions, and information flow, so collective effort strengthens what we do. <u>SHOW RESPECT</u> Treating every person with dignity. Listening so people feel heard, valuing difference and enabling people to share ideas without judgment. <u>ACT WITH INTEGRITY</u> Doing the right thing, even when it's difficult. Acting with transparency, care and accountability and considering the impacts (on people, communities and the planet) in how we decide, fund, communicate, and operate. <u>WELCOME EVERYONE</u> Making it easy for people to visit, work, contribute and belong, responding to diverse and evolving needs and removing barriers where possible. Public Service Values • Demonstrates integrity, impartiality, and a commitment to public service excellence. • Upholds transparency, accountability, and ethical standards in all aspects of work.

This role profile outlines the key areas of responsibility and accountability for the position. It is not intended to be an exhaustive list of duties and may be subject to review and revision in response to organisational changes or evolving needs within the Museum.

All IMMA employees are required to comply with the Museum's screening, security, and Garda vetting procedures.

Signed: _____ Print Name _____
Employee

Date: _____

Signed: _____ Print Name: _____
Manager

Date: _____